

2024 High School Internship Application Guide

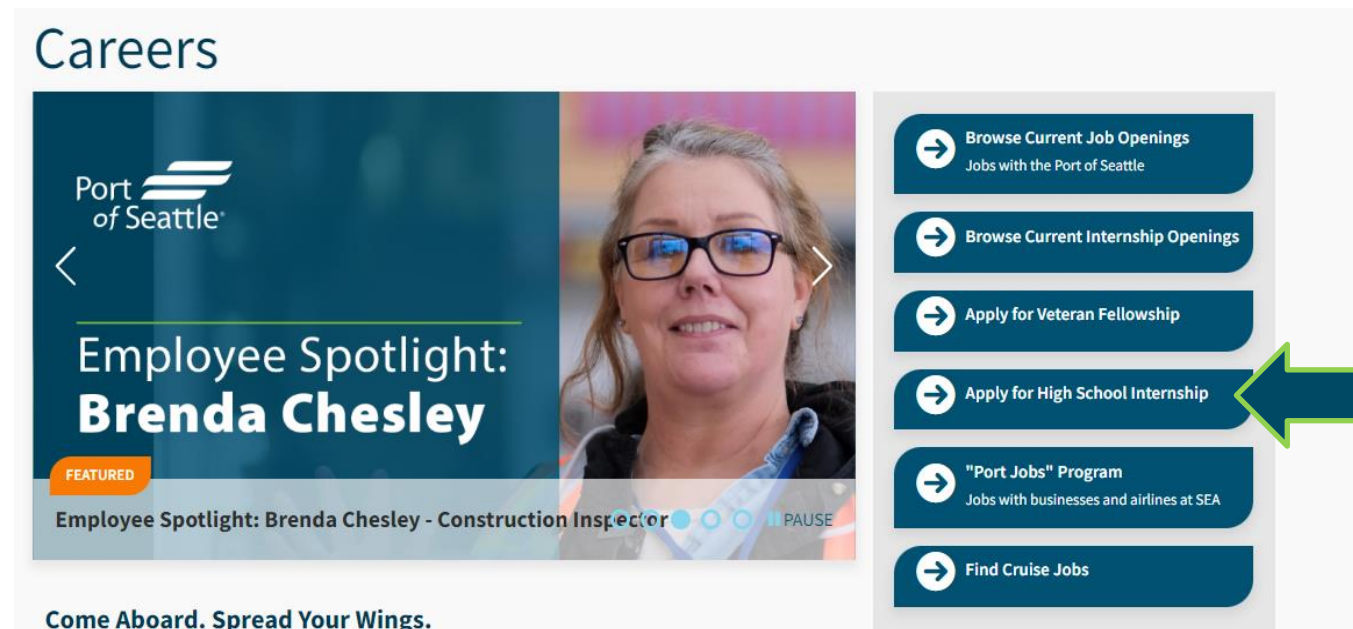
Apply May 1st-May 17th, 2024



How to Apply

Navigate to portseattle.org/careers.

Select 'Apply for High School Internship' on the right.



The screenshot displays the 'Careers' page of the Port of Seattle. On the left, there is a featured employee spotlight for Brenda Chesley, a Construction Inspector, with a 'PAUSE' button. On the right, a vertical list of navigation buttons is shown, with a green arrow pointing to the 'Apply for High School Internship' button.

Careers

Port of Seattle

Employee Spotlight:
Brenda Chesley

FEATURED

Employee Spotlight: Brenda Chesley - Construction Inspector PAUSE

Come Aboard. Spread Your Wings.

- Browse Current Job Openings
Jobs with the Port of Seattle
- Browse Current Internship Openings
- Apply for Veteran Fellowship
- Apply for High School Internship
- "Port Jobs" Program
Jobs with businesses and airlines at SEA
- Find Cruise Jobs



Set Up New Applicant Account

- Click on the available high school internship job posting listed on the page. There will be two postings:
 - One for Skilled Trades titled, ‘High School Intern – Skilled Trades – Summer 2024.’
 - One for all other roles titled, ‘High School Intern – Summer 2024.’
- You may apply to both.

Search Results (1 job found)

Results per page
25 ▾

Sort by
Posting Date (Descending Order) ▾





 [High School Intern - Summer 2022](#) 

Requisition ID: 001034

Work Locations: Seattle Tacoma International Airport, Downtown Seattle

Schedule: Part-time

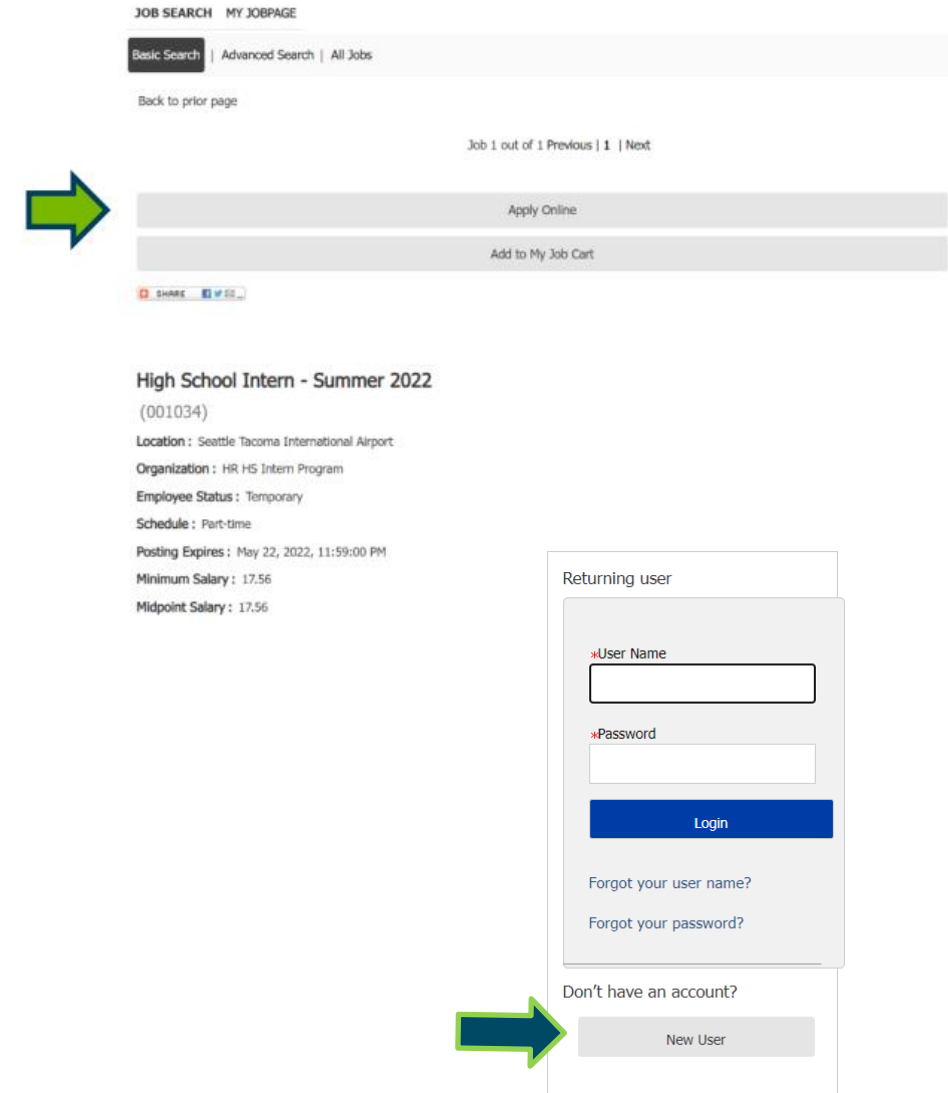
Job Posting: May 9, 2022

[Apply](#) | [Add to My Job Cart](#) | [SHARE](#)    

Set Up New Applicant Account

After reading the job description, click the 'Apply Online' button to continue to the application process.

- Log in to your existing account OR follow the instructions to create a new account.
- Be sure to save your password for future access.



The screenshot shows a job application interface. At the top, there are navigation links for 'JOB SEARCH' and 'MY JOBPAGE'. Below this, there are search filters: 'Basic Search', 'Advanced Search', and 'All Jobs'. A green arrow points to the 'Apply Online' button. Below the button, there is a link to 'Add to My Job Cart'. The job details are as follows:

- Job Title: High School Intern - Summer 2022
- Job ID: (001034)
- Location: Seattle Tacoma International Airport
- Organization: HR HS Intern Program
- Employee Status: Temporary
- Schedule: Part-time
- Posting Expires: May 22, 2022, 11:59:00 PM
- Minimum Salary: 17.56
- Midpoint Salary: 17.56

Overlaid on the bottom right is a login form titled 'Returning user'. It contains two input fields: 'User Name' and 'Password', both with red asterisks indicating required fields. Below the fields is a blue 'Login' button. There are also links for 'Forgot your user name?' and 'Forgot your password?'. At the bottom of the form, there is a link 'Don't have an account?' and a 'New User' button, which is highlighted by a green arrow.

Resume Upload

Upload a resume that contains, at minimum, the following:

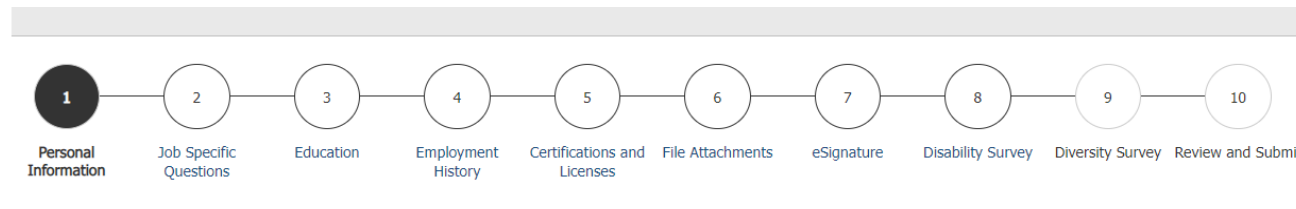
1. Your contact information (email and phone)
2. Education
3. Any relevant employment, volunteering, or school projects - this may include informal experience, such as with family or community

Find tips on how to write a resume [here](#).

The screenshot shows a multi-step process for resume upload. At the top, a progress bar contains 10 numbered steps: 1. Resume Upload, 2. Personal Information, 3. Job Specific Questions, 4. Education, 5. Employment History, 6. Certifications and Licenses, 7. File Attachments, 8. eSignature, 9. Disability Survey, and 10. Review and Submit. Step 1 is currently active. Below the progress bar, the 'Resume Upload' section is titled. It includes a 'Profile Upload' section with explanatory text and an 'Import profile data' section with a radio button and an information icon. Below that is the 'Or upload a resume' section, which has a radio button selected for 'Select the resume file to upload'. This section contains a 'Choose File' button, a 'No file chosen' status, and a note about verifying extracted information. A final radio button option is 'No thanks, I will fill out the online submission manually'. A green arrow points to the 'Choose File' button.

Personal Information

Select from the dropdown where you heard about the application.



Personal Information

Source Tracking

Please indicate how you heard about this job.

Source Type*



Career Fair ▾

- Select One...
- Career Fair
- Career Site
- Job Board
- News Group
- Other
- Professional Associations
- Referral
- Social network service

*

Personal information in the fields below.

Job Specific Questions

- Community Partner Affiliation
 - If you are affiliated with a Community Partner, please select the appropriate organization you are associated with from the list provided.
 - ‘Affiliated with’ means having a formal or informal relationship with the organization. You may have participated in their programming, be an enrolled member, and/or receive services from this organization.

Job Specific Questions

You will be asked to respond several to short-answer questions on your application.

Short answer tips:

- Make sure your answers are the **correct length** noted in the question.
- Address all **parts of the question** in your response.
- For questions that ask 'why,' **be thoughtful** about your reasons and **explain why**.
- Be specific and include **details or examples** in your response.
- **Demonstrate your understanding** of internship program's structure and goals, as outlined in the job posting.

Job Specific Questions

Choose which department location(s) you are available to work at. Each location title below contains a link to the location address – click the link to learn more. We highly recommend looking up the commute from your home.

- [SEA Airport](#): Facility Service Contract Management, Aviation Maintenance, Aviation Noise Programs, Aviation Director's Office, Aviation Commercial Management, Facilities and Infrastructure Mechanical, Public Art Program, Planning Development & Infrastructure, Creative Services Team
- [Port of Seattle Fire Department](#): Aviation Fire Department
- [Duwamish River Community Hub](#): Community Engagement, Maritime Environmental
- [Marine Maintenance South \(SODO\)](#): Skilled Trades
- [Shilshole Bay Marina](#): Recreational Boating
- [Fisherman's Terminal](#): Maritime Operations
- [Pier 69](#) – Maritime Environmental, Creative Services Team
- Hybrid Remote: Human Resources Communications, Strategic Initiatives

Note: ORCA cards or parking validation will be provided at each location.

Job Specific Questions

You will be asked to select your top three (3) choices for department placements. Please rank them in order of preference from first (1st) to third (3rd). Department placements for summer 2024 are:

- Facility Service Contract Management
- Aviation Maintenance
- Aviation Director’s Office
- Aviation Commercial Management
- Facilities and Infrastructure Mechanical
- Public Art Program
- Planning Development & Infrastructure
- Strategic Initiatives
- Community Engagement
- Human Resources Communications
- Creative Services Team
- Fire Department
- Aviation Noise Programs
- Maritime Environmental
- Maritime Operations
- Recreational Boating
- Skilled Trades (separate application)

Education

Add the name of your high school.

Applying for: High School Intern - Summer 2022 (Job Number: 001034)

- Resume Upload
- Personal Information
- Job Specific Questions
- Education**
- Employment History
- Certifications and Licenses
- File Attachments
- eSignature
- Disability Survey
- Diversity Survey

11
Review and Submit

Education

Education

List the educational experiences below, starting with the most recent education. If the school is not listed please insert the school name within the field.

Education 1

School*

Highline High Schoo;

Program

High School |



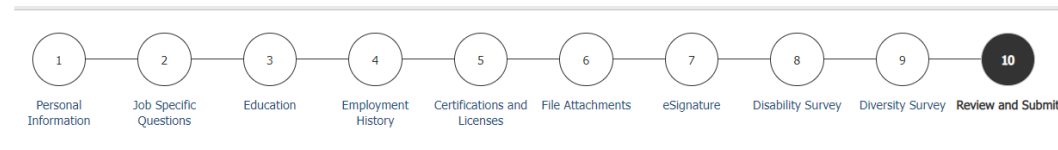
File Attachments

- If you did not upload your resume at the beginning, be sure to upload it here.
- We **do not** require a transcript and cover letter. This question is built into the system.
 - If you do not have a transcript available, upload a screenshot of your unofficial transcript or a blank document.
 - If you upload a cover letter, we will not review it as a part of your application.

Review and Submit

Review all sections to make sure your information is correct.

Click 'Submit' to finalize your application or 'Save as Draft' to save progress and finish later.



Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.



Two buttons are displayed in a vertical stack. The top button is blue with the text 'Submit' in white. The bottom button is light gray with the text 'Save as Draft' in black.

Submit
Save as Draft

Additional Questions

For questions or assistance with filling out your application, reach out to internships@portseattle.org